



**U.S. ARMY CONTRACTING AGENCY**

*Southern Region*



**DIRECTORATE OF CONTRACTING IDOC1**

**FORT POLK, LOUISIANA**

**UPDATED**

**Wednesday, March 07, 2007**

**CARDHOLDERS** - Maintain a purchase card transaction log to record, track, reconcile, and maintain purchase card transactions to include keeping a revolving balance of available funds as each item is purchased. Should the cardholder require additional funds.

**APPROVING OFFICIAL**- Approving Official will request additional funds through the Budget Analyst. The Budget Analyst will verify funds and forward a request to increase funds to the Program Coordinator. Email [GPC@polk.army.mil](mailto:GPC@polk.army.mil)

Phone	Unit 4 <sup>th</sup> Floor Bldg 350
531-9852	AJROTC/ROTC Schools Fort Polk
531-8970	GWOT
531-8784	Foreign Dignitaries
531-2313	CTC / COMMAND GROUP MCC/SPTC/FLIGHT DET/ACM/G3
531-8671	CTC
531-1526	IMA
531-1513	IMA
531-8680	G8
Phone	Unit Bldg 1562
531-8682	OPS Group
531-0992	OPS Group
Phone	Unit Bldg 1713
653-2047	HHC 4/10 Mountain (Funded by Fort Drum)
Phone	Redstone Arsenal
254-313-2623	Overall Program Budget Concerns

Army Contracting Agency Southern Region  
Directorate of Contracting – Bldg 350  
Fort Polk, LA ☎ (337) 531- 2373 or 2196 DSN 863  
[GPC@polk.army.mil](mailto:GPC@polk.army.mil)

ACA